

Agency IT Strategic Plan

Secretariat: Public Safety

Agency Code: 957

Agency: Commonwealths Attorneys Services Council

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Agency Profile & Strategic Direction

Agency Mission Statement:

The mission of the Commonwealth's Attorneys' Services Council is to attract, develop, maintain and retain the finest prosecutorial force in the nation.

Agency IT Vision Statement:

The IT Vision of the Commonwealth's Attorneys' Services Council is to provide information technology assistance and support to the 120 elected Commonwealth's Attorney's across the Commonwealth. This vision has three distinct focal points:

1. The installation and configuration, maintenance and enhancement of the Virginia Commonwealth's Attorney's Information System (VCAIS). VCAIS is effective prosecutorial office case management software installed and used in more than thirty Commonwealth's Attorney's offices in Virginia today. The main focus is to extend VCAIS installation and support to prosecutors across Virginia.
2. The maintenance and enhancement of the agency web site to provide for promulgation of agency information, training schedules, Council meeting minutes, notices, and other information related to the Council.
3. Video Conferencing in support of required prosecutor training. Funding for this initiative has been eliminated in the current budget but the Council remains committed to exploring this technology as a tool to ensure that all Virginia Prosecutors are afforded the opportunity to obtain the mandatory MCLE training required by the Virginia State Bar.

Total Employees: 4

Total IT Employees: 1

Project Selection Criteria:

The Commonwealth's Attorneys' Services Council is a supervisory council as defined by statute. As such, project requests are normally not submitted. Project requests would be submitted to the Commonwealth's Attorneys' Services Council via Council members. They would be screened by the Council for relevancy and by the Council's Lead Engineer and for technical soundness. A technology subcommittee would be appointed to provide additional screening as necessary.

Business Case Development:

Projects would be evaluated to ensure that they address known business process issues and that they would be applicable to the majority of jurisdictions supported by the Council.

Risk Assessment Methodologies:

Risk assessment methodology would be determined on a case by case basis.

Prioritization Schema:

Project prioritization is the responsibility of the Council and is determined by the potential impact to the offices supported.

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Core Business Activities:

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
EXECUTIVE MANAGEMENT	Efforts to assist the Governor in statewide management of state activities.	Executive Management	This program may be used with the prior written approval of the Department of Planning and Budget
ADJUDICATION	Efforts to provide judgmental decisions on questions of law, including the prosecution and defense of alleged offenders.	Adjudication Training, Education, and Standards	Efforts to provide training and education and to establish standards in order to support the judicial system.

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Key Customers Associated With Each Core Business Activity :

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
ADJUDICATION	Efforts to provide judgmental decisions on questions of law, including the prosecution and defense of alleged offenders.	Adjudication Training, Education, and Standards	Efforts to provide training and education and to establish standards in order to support the judicial system.
Key Customers			
120 Locally elected Commonwealth's Attorneys, their Assistants and support staff.			
Public entities, such as the General Assembly and its legislative committees, executive branch officials, other executive branch agencies and the criminal justice system in general.			

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Key Activities and Associated Outcomes:

<u>Key Activity</u>	<u>Associated Outcome</u>
Coordinate with the Department of Criminal Justice Services and the Judicial Conference in reference to training and interdisciplinary criminal justice matters	To enhance communication and the flow of information between the Council, Commonwealth's Attorneys' Offices and state executive, legislative and judicial branch agencies.
In conjunction with the Virginia Association of Commonwealth's Attorneys' Annual Meeting, offer a Council-sponsored Summer Training Program that provides 12.0 hours of MCLE credit, including 2.0 hours in Ethics, the minimum number of MCLE credits required annually by the Virginia State Bar.	Ensure all Virginia prosecutors the opportunity, through Council- sponsored training programs, to meet the annual continuing legal education (MCLE) requirements mandated by the Virginia State Bar to maintain their licenses to practice law.
Appoint a standing Curriculum Committee comprised of Commonwealth's Attorneys from across the state and charged with the responsibility of developing an annual training curriculum with input from other prosecutors.	Ensure that training is relevant, appropriate and targeted to the specific needs of Virginia prosecutors.
Communicate via electronic mail with the 120 Commonwealth's Attorneys' offices statewide. Such electronic means facilitates communication and minimizes its cost.	Utilize communications technology effectively to ensure that significant federal/state court decisions and federal/state legislative enactments impacting the prosecutorial function are communicated immediately to all Commonwealth's Attorneys
Comply in a timely and accurate manner with the obligations and responsibilities imposed on the Council in areas such as strategic planning, Executive Agreements and Management Scorecards, performance measures, budget management and procurement.	Effectively and efficiently comply with the external mandates placed on the Council by virtue of its status as an executive branch state agency.
Conduct the Trial Advocacy program, offering at least 26.0 hours of MCLE credit, including 2.0 hours in Ethics, each year.	Provide intensive, specialized training in trial skills, strategy and advocacy
Evaluate all Council-sponsored programs and collect data on the number and percent of training program attendees rating the overall quality of training "good" or "excellent" (using a five-point scale) at the conclusion of each training program.	Enhance the quality of continuing legal education and training provided to prosecutors.

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Identify and implement enhancements to VCAIS and improve and tailor the software to the specific needs of Commonwealth's Attorneys.

Install and maintain the Virginia Commonwealth's Attorneys Information System (VCAIS), a computerized, uniform case management system for use in all Commonwealth's Attorneys' offices.

Issue electronic mail alerts and requests for input directed to all Commonwealth's Attorneys on a variety of topics that may arise throughout the year including newly decided Court of Appeals and Supreme Court cases; pertinent Attorney General's opinions; problem statutes;

Maintain a videotape library consisting of prosecutorial training videos purchased by and otherwise provided to the Council as well as those taped at the Council's training programs.

Maintain close contact with all Commonwealth's Attorneys and Assistant Commonwealth's Attorneys as well as the Office of the Attorney General in the discussion of problems or recommendations concerning proposed legislation, research, minimum standards, educational and training needs

Offer a special segment of training for newly elected Commonwealth's Attorneys at the New Officer Training sponsored by the Compensation Board.

Offer one independent, multi-faceted continuing legal education program each year emphasizing current developments in the criminal law, including recent legislative enactments and judicial decisions.

Maintain and constantly improve prosecutor efficiency and effectiveness in enforcing the laws of the Commonwealth through automated and customized case management.

Install and maintain the Virginia Commonwealth's Attorneys Information System (VCAIS), a computerized, uniform case management system intended for use in all Commonwealth's Attorneys' offices and designed to manage many critical functions within prosecutors' offices

Provide a regular forum for information sharing among Commonwealth's Attorneys and their assistants.

Ensure all Virginia prosecutors the opportunity, through Council- sponsored training programs, to meet the annual continuing legal education (MCLE) requirements mandated by the Virginia State Bar to maintain their licenses to practice law.

To enhance communication and the flow of information between the Council, Commonwealth's Attorneys' Offices and state executive, legislative and judicial branch agencies.

Enhance management and leadership skills within Commonwealth's Attorneys' offices.

Ensure all Virginia prosecutors the opportunity, through Council- sponsored training programs, to meet the annual continuing legal education (MCLE) requirements mandated by the Virginia State Bar to maintain their licenses to practice law.

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Offer the annual Homicide Program, an intensive, workshop-style, interactive training course on the prosecution of homicide cases. Attendance is limited to 20 prosecutors and 20 police investigators, working in teams, as in the Top Gun Program above.

Offer the annual Top Gun Program, an intensive, workshop-style, interactive training course on the prosecution of drug cases. Attendance is limited to 20 teams, each of which consists of a prosecutor and a police investigator from a given jurisdiction. This program offers 35.0 hours of MCLE credit.

Offer the Executive Program on an annual basis - a training seminar devoted to management issues, with attendance restricted to the 120 elected Commonwealth's Attorneys and their chief deputies.

Participate in criminal justice-related studies and provide prosecutorial expertise with respect to proposed legislation.

Prepare and distribute via electronic mail to all Commonwealth's Attorneys, on a weekly basis during the General Assembly Session, a legislative update which reviews bills of interest and importance and provides patron and committee meeting information.

Provide technical assistance related to VCAIS, as needed, to Commonwealth's Attorneys' offices statewide.

Provide training to end-users and IT support staff in each of the offices in which VCAIS is installed.

Provide, during the Compensation Board's annual Deputy Training, specialized training to office administrators within Commonwealth's Attorneys' offices.

Partner with law enforcement to provide targeted / specialized training that is beneficial to both prosecutors and investigators.

Enhance management and leadership skills within Commonwealth's Attorneys' offices.

To enhance communication and the flow of information between the Council, Commonwealth's Attorneys' Offices and state executive, legislative and judicial branch agencies.

Such information serves not only to inform Commonwealth's Attorneys as to legislation under consideration, it also prepares them to respond as legislators invariably seek their input on proposed legislation.

Maintain and constantly improve prosecutor efficiency and effectiveness in enforcing the laws of the Commonwealth through automated and customized case management.

Improve the administrative efficiency and operation of Commonwealth's Attorneys' offices.

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Regularly update and supplement the Commonwealth's Attorneys' Handbook – 1000-plus page practice guide which presents information on current Virginia law and practice pertinent to the major types of cases and procedural topics encountered by prosecutors.

Review the number and nature of Court of Appeals case reversals attributable to procedural errors involving prosecutors and to communicate this information to the Curriculum Committee for consideration during curriculum development.

Provide Commonwealth's Attorneys and their assistants with an up-to- date, comprehensive guide to legal research and criminal prosecution in Virginia.

Ensure that training is relevant, appropriate and targeted to the specific needs of Virginia prosecutors.

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Major IT Projects

Approved for Preliminary Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for inclusion in your IT Strategic Plan. A project proposal must be submitted to the CIO before the project(s) will be considered for planning approval. Procurements in support of the project(s) are not approved for submission to the VITA Project Management Division (PMD) for execution until the project has been Approved for Planning by the CIO. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for preliminary planning.

Approved for Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for planning. This approval constitutes authorization to undertake the planning necessary to complete a detailed project proposal and project charter for consideration by the Secretariat Oversight Committee and the CIO. Projects "Approved for Planning" must be formally approved for development by the Commonwealth IT Investment Board prior to beginning Phase 3 of the project lifecycle (Project Planning) and execution as defined in the Commonwealth Project Management Guideline. Procurements in support of developing the detailed project proposal and charter are approved for submission to the VITA Project Management Division (PMD) for execution, in accordance with PMD procedures. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for planning.

Active Projects — The following project(s) are(is) scheduled to continue in the 2004-2006 Budget Biennium as an Active Project. All Active Projects must be tracked on the Commonwealth Information Technology Major Projects Dashboard and are subject to monthly review by the CIO. The CIO is authorized to assess progress of all Active Projects and recommend termination of a project to the Commonwealth IT Investment Board.

There are no major projects in the active projects category.

Collaboration Opportunity — The following project(s) is (are) designated as a Collaboration Opportunity. Your agency should consult with the other agencies listed on the corresponding collaboration report and evaluate whether collaboration between agencies on these projects is feasible. The results of your collaboration efforts and evaluation should be reported when the project is presented to the Commonwealth IT Investment Board for "Development Approval".

There are no collaboration opportunity projects.

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Major IT Procurements

Approved Major IT Procurements - The following major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

There are no approved major procurements.

Disapproved Major IT Procurements - The following major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved major procurements.

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Non-major IT Projects

Approved for Planning— The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for planning. This approval constitutes authorization to undertake the planning necessary to complete a detailed project proposal and project charter for consideration by the CIO. Projects "Approved for Planning" must be formally approved for development by the CIO prior to beginning Phase 3 of the project lifecycle (Project Planning) and execution as defined in the Commonwealth Project Management Guideline. Procurements in support of developing the detailed project proposal and charter are approved for submission to the VITA Project Management Division (PMD) for execution, in accordance with PMD procedures. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no non-major projects approved for planning.

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Non-major IT Procurements

Approved Non-major IT Procurements - The following non-major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

There are no approved non-major procurements.

Disapproved Non-major IT Procurements - The following non-major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved non-major procurements.